

# **Payment Tracking System (PTS)**



Division of Finance  
March 2000

## **Course Description**

PTS is an inquiry-only application which allows the user to look up information about the status of a warrant. This course is designed for all users of FINET and the Payment Tracking System who need to see this detail.

Access to PTS will be through the Internet using Impromptu Web Query.

## **Objectives**

- ◆ Logon to OLGLPlus through the WEB
- ◆ Look up the warrant status
- ◆ Access the details of the warrant

## **Part 1 – Accessing the Web**

### **Step 1: Access the Internet**

Click on **Netscape Communicator or Internet Explorer**

### **Step 2: Access Division of Finance home page**

Type **www.finance.state.ut.us/dw**

Press **Enter**

### **Step 3: Login to Cognos Impromptu Web Query screen**

Click on **Impromptu Web Query HTML Version**

## **Part 2 – Logging on to OLGLPlus**

### **Step 1: Login to OLGLPlus**

Click on **Login** button on the tool bar

#### **User/Password**

User is upper case **A and your phone number**

Password is **your first name** with an upper case first letter

Example: A5381900

Susieque

**Data View:** Select **OLGLPlus** from the drop down menu

**Connect:** Click on the **Connect** bar

**Successful Login to OLGLPlus** will display

## Part 3: Warrant Record Lookup

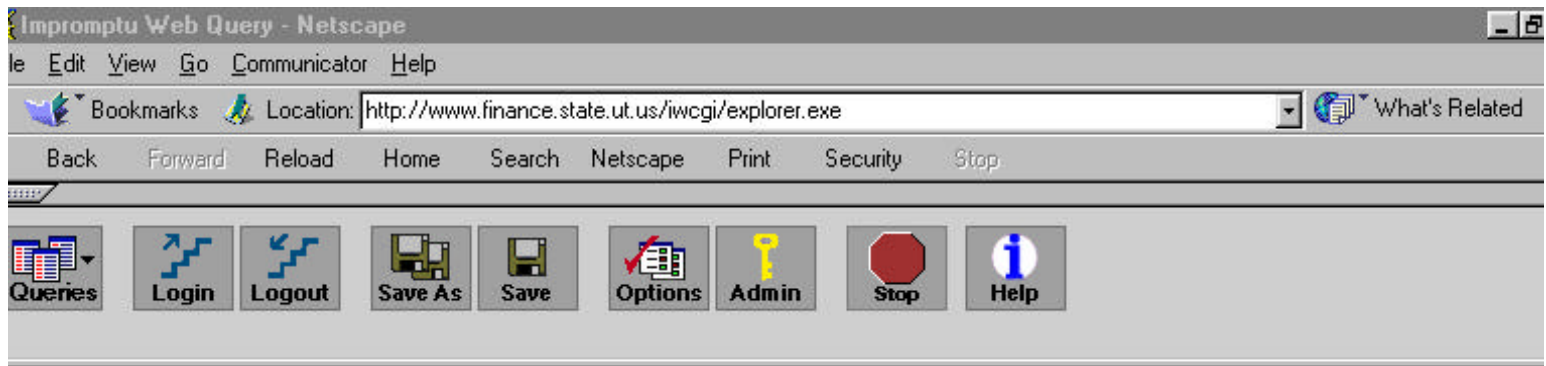
**Step 1:** Select Warrant Rec Look up from the Explorer Menu

Click on **Queries** button on the tool bar

Click on **Warrant Rec** under the Public Queries folder

Click to the right of the Explorer Menu to remove the menu

The Input Parameters for Warrant Rec Screen will display



## Input Parameters for Warrant Rec.

1	AGENCY XORGANIZATION	>=	<input data-bbox="537 1121 786 1157" type="text" value="?"/>
2	AGENCY XORGANIZATION	<=	<input data-bbox="537 1205 786 1241" type="text" value="?"/>
3	FY YR MO	>=	<input data-bbox="537 1289 786 1325" type="text" value="?"/>
4	FY YR MO	<=	<input data-bbox="537 1373 786 1409" type="text" value="?"/>
5	VENDOR PROVIDER NAME	>=	<input data-bbox="537 1457 786 1493" type="text" value="?"/>
6	VENDOR PROVIDER NAME	<=	<input data-bbox="537 1541 786 1577" type="text" value="?"/>



pts01.bmp

**Step 2:** Type criteria selection into each of the following fields

**AGENCY/XORGANIZATION** – type desired agency/org

Example:  $\geq$  1000450       $\leq$  1000450

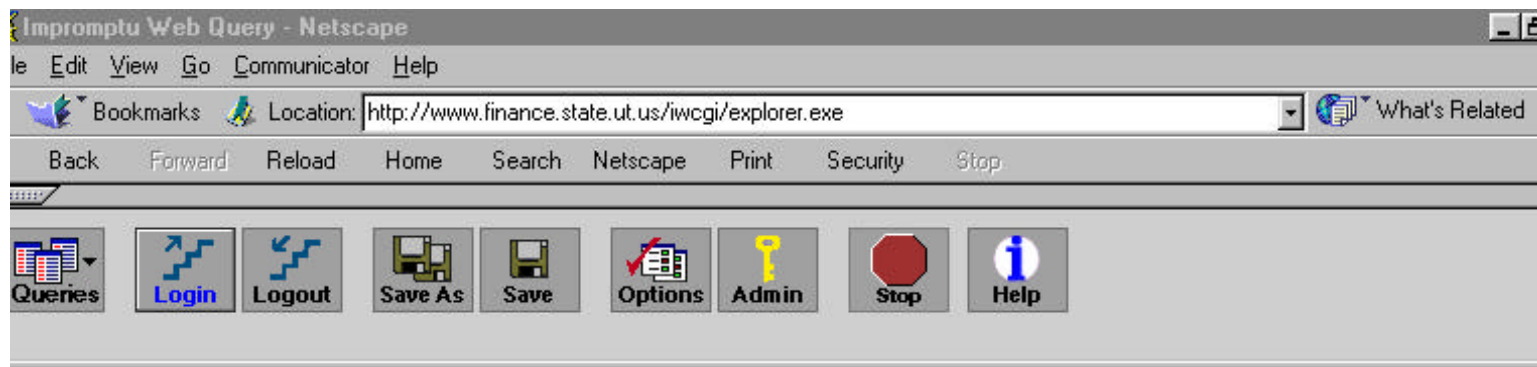
**FY YR MO** – type desired fiscal year and month

Example:  $\geq$  200003       $\leq$  200003

**VENDOR PROVIDER NAME** - type desired vendor name

Example:  $\geq$  P       $\leq$  Z

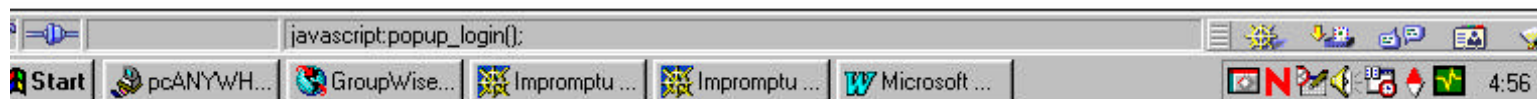
Click on the **Execute** bar



## Input Parameters for Warrant Rec.

1	AGENCY XORGANIZATION	$\geq$	<input type="text" value="1000450"/>
2	AGENCY XORGANIZATION	$\leq$	<input type="text" value="1000450"/>
3	FY YR MO	$\geq$	<input type="text" value="200006"/>
4	FY YR MO	$\leq$	<input type="text" value="200006"/>
5	VENDOR PROVIDER NAME	$\geq$	<input type="text" value="P"/>
6	VENDOR PROVIDER NAME	$\leq$	<input type="text" value="Z"/>

Execute



pts02.bmp

Display of the warrant record based upon the defined parameters.

Impromptu Web Query - Netscape

le

Edit

View

Go

Communicator

Help

Bookmarks

Location: http://www.finance.state.ut.us/iwcgi/explorer.exe

What's Related

Back

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Netscape

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Security

Stop

Queries

Login

Logout

Save As

Save

Options

Admin

Stop

Help

Warrant Rec.

02/24/2000 16:47:19

AGENCY XORGANIZATION >= 1000450 and AGENCY XORGANIZATION <= 1000450 and FY YR MO >= 200006 and FY YR MO <= 200006 and VENDOR PROVIDER NAME >= P and VENDOR PROVIDER NAME <= Z and ACCOUNT TYPE = 01

Include filter in navigation

Row	VENDOR PROVIDER NAME	TRANSACTION ID	AGENCY XORGANIZATION	PTS Look-up	REF TRANS CODE	REF TRANS NUMBER	ACCEPTANCE DATE	DOL AMC
1	PERPETUAL STORAGE INC	AD000003131376	1000450		PV	100050000000535	19991206	(\$3
	Subtotal							(\$3
	Subtotal							(\$3
2	SYBASE INC	AD000003142927	1000450		PV	100050000000537	19991215	(\$9
	Subtotal							(\$9
	Subtotal							(\$9
3	UINTA BUSINESS SYSTEMS INC	AD000003132971	1000450		PV	100050000000536	19991208	(\$1
	Subtotal							(\$1
4		AD000003150136	1000450		PV	100050000000569	19991222	(\$2

Document: Done

Start

pcANYWH...

GroupWise...

Impromptu ...

Impromptu ...

Microsoft ...

4:54 P

pts03.bmp

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**Step 3:** Click on **PTS Lookup** arrow for the desired line item <located on Warrant Rec screen>

Warrant details will display  
<Use scroll bars to see all fields>

Impromptu Web Query - Netscape

File Edit View Go Communicator Help

Bookmarks Location: <http://www.finance.state.ut.us/iwcgi/explorer.exe> What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Queries Login Logout Save As Save Options Admin Stop Help

# PTS Look-up

03/10/2000 11:56:01

General\_Ledger\_Detail:VENDOR PROVIDER NAME = PERPETUAL STORAGE INC and  
General\_Ledger\_Detail:TRANSACTION ID = AD00003026843 and General\_Ledger\_Detail:AGENCY  
XORGANIZATION = 1000450 and General\_Ledger\_Detail:REF TRANS CODE = PV and  
General\_Ledger\_Detail:REF TRANS NUMBER = 10005000000338 and General\_Ledger\_Detail:ACCEPTANCE  
DATE = 19990910 and General\_Ledger\_Detail:DOLLAR AMOUNT = -1622.4200 and  
General\_Ledger\_Detail:ACCOUNT TYPE = 01

Include filter in navigation ☐

Row	PAYMENT TRANSACTION ID	WARRANT NUMBER	BANK CLEAR DATE	EFFECTIVE DATE	PRIMARY PAYEE FIRST NAME	PRIMARY PAYEE LAST NAME	SECONDARY PAYEE FIRST NAME	SECONDARY PAYEE LAST NAME
1	391623	AD00003026843	9/20/99 00:00AM	NULL	PERPETUAL STORAGE INC	NULL	NULL	NULL

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First Next

WAYNE

Document: Done

Start pcANYWH... GroupWise... Impromptu ... Impromptu ... Microsoft ...

12:02 PM

pts04.bmp

## Part 4 – Logging out of the Data Warehouse

Click on **Logout button** on the tool bar

Click on **Logout** square on Data Warehouse screen

Click on **Perform Logout** bar on the Data Warehouse screen

**NOTE: Inactive session connection** will display under the following conditions:

- . If you stay logged in for 20 minutes with no activity
- . When moving from one query to another at times

Enter your **password**

Click on **connect**

Connection will be re-activated

**Cannot connect to database** will display if the system is not available



## **DEFINITIONS**

### **State Log**

Status Code	tells the status of the payment 001 = outstanding 002 = cancelled 003 = cleared 004 = stale dated
Payment State Def Name	processed state of the payment within the PTS system
Change Date	date a change other than regular processing was made to a warrant
Payment State Log ID	number in which the payment falls sequentially within the state log
Payment Transaction ID	unique warrant or EFT number generated by the PTS system
Payment State Def ID	number associated with the Payment State Def Name
Description	descriptive information about the Payment State Def ID, Reason Code ID,
Reason Code ID	code associated with reason for any manual online process
Batch ID	system generated number assigned to a batch of documents
PTS User ID	number associated with a user of the PTS system

## Warrant Transaction

Payment Transaction ID	unique warrant or EFT number generated by the PTS system
Feeder System Code	two digit number associated with the feeder system
Feeder System Name	name of the system that feeds payments to the PTS system
Warrant Number	number printed on the warrant itself
Returned Check	check returned by US Mail to the State
Bank Run	part of the number used by the bank to trace a specific warrant or check
Bank Batch	part of the number used by the bank to trace a specific warrant or check
Bank Sequence	part of the number used by the bank to trace a specific warrant or check

**NOTE:** Bank/Batch/Sequence make up the total number used to trace a cleared warrant.

Bank Clear Date	date the bank cleared a warrant
Ref Feeder System Code	the feeder system for the warrant that is associated with the queried warrant
Ref Warrant Number	number that ties the original warrant to the replacement warrant

**NOTE:** Ref Feeder System Code and Ref Warrant Number are used only when a warrant has been replaced. They tie the original warrant cancelled to the replacement warrant.

## Payment Transaction

Payment Methods ID	code used to identify the method of payment – warrant or EFT
Payment Date	date on the warrant; for EFTs it is the date created on the agency system
Payment Amount	dollar value of payment
Stale Date	date that a warrant will no longer be valid if not cleared by the bank
FINET Transaction	0 = no transaction for FINET 1 = yes transaction for FINET
Primary Payee First Name	first name of payee listed first for a warrant or EFT
Primary Payee Last Name	last name of payee listed first for a warrant or EFT
Secondary Payee First name	first name of payee listed second for a warrant or EFT
Secondary Payee Last Name	last name of payee listed second for a warrant or EFT
Mailing Address Care Of	in care of address if listed
Mailing Address Line 1	1st line of payee's mailing address
Mailing Address Line 2	2 <sup>nd</sup> line of payee's mailing address
Mailing Address City	city of payee's mailing address
Mailing Address State	state of payee's mailing address
Mailing Address Zip Code	zip code of payee's mailing address
Mailing Address Country	country of payee's mailing address
Vendor Code	number code assigned to a specific vendor from the FINET system

Accounting Period	fiscal year accounting period
JV Document Number	JV document number in FINET associated with this transaction
CX Document Number	CR document number in FINET associated with this transaction
FINET Trans Code	used for FINET payments AD = warrants created through regular processing in FINET MW = manual warrant
FINET Trans Agency	used for FINET payments AD = trans code/agency 000 MW = trans code/agency #DE
CX Code ID	code used to cancel FINET payments  1 = cancel and replace; payment rescheduled payment voucher 2 = cancel; unschedules payment and puts payment voucher on hold 3 = cancel; used if expenditure occurred in prior year 4 = cancel; backs out payment voucher and expenditure
CX Accounting Period	fiscal account period for CX
CX Fiscal Year	fiscal year for CX
Payment Transaction ID	unique warrant or EFT number generated by the PTS system